Clinical Prefix (Voluntary) Faculty Appointments and Promotions

**Ranks:** Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

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### New Appointments & Promotions to Clinical Instructor or Clinical Assistant Professor

- **New Appointment**
  - Clinical Instructor
  - Clinical Assistant Professor
  - *Refer to DOM Clinical Prefix guidelines for requirements

- **Divisional Personnel Collect Documents**

#### Non-UPP Only
- Nomination letter from Division Chief or Director, etc.
- Updated CV in SOM format
- Teaching and Service Documentation Form
- Teaching Evaluations

- **DOM Voluntary Faculty Promotions Committee Review**
  - Quarterly Meetings: January, April, July, and October

- **Approved by DOM Voluntary Faculty Promotions Committee**

- **Divisional Personnel Collects New Hire Documents**
  - Employee Information Sheet
  - Email Address Supplemental Info Form
  - English Language Fluency Certification Form
  - Residence Certification Form

- **Upload to Shared Drive and email DOM Faculty Affairs (facafmed@pitt.edu)**

- **DOM Faculty Affairs to submit Appointment Form and New Hire Documents**

- **School of Medicine / Senior Vice Chancellor Review and Approval**

- **Submission to University Faculty Affairs**

- **Provost Approval and Official Letter Sent**

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### Promotion

- **Clinical Assistant Professor**
  - *Refer to DOM Clinical Prefix guidelines for requirements

- **Divisional Personnel Collect Documents**

#### UPP Only
- Pitt Clinical Prefix Appointment based on UPP Offer letter
- No DOM Voluntary Faculty Promotions Committee Review needed for Initial Appointment

- **DOM Voluntary Faculty Promotions Committee Review**
  - Quarterly Meetings: January, April, July, and October

- **Approved by DOM Voluntary Faculty Promotions Committee**

- **DOM Faculty Affairs to submit Employee Record**

- **School of Medicine / Senior Vice Chancellor Review and Approval**

- **Submission to University Faculty Affairs**

- **Provost Approval and Official Letter Sent**

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### All Clinical Prefix Faculty

- Nomination letter
- Updated CV in SOM format
- Teaching and Service Documentation Form
- Teaching Evaluations

- **DOM Voluntary Faculty Promotions Committee Review**
  - Quarterly Meetings: January, April, July, and October

- **Approved by DOM Voluntary Faculty Promotions Committee**

- **DOM Faculty Affairs to submit Employee Record**

- **School of Medicine / Senior Vice Chancellor Review and Approval**

- **Submission to University Faculty Affairs**

- **Provost Approval and Official Letter Sent**

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*Updated: 1/16/2020*